

# SERVICE MEMBERS TSO READINESS CHECKLIST

TODAY'S DATE: \_\_\_\_\_



CLERK'S NAME: \_\_\_\_\_

SERVICE MEMBERS NAME: \_\_\_\_\_

SERVICE MEMBERS RANK: \_\_\_\_\_

SERVICE MEMBERS SS#: \_\_\_\_\_

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## SUPPORTING DOCUMENTS THAT ALL SERVICE MEMBERS MUST HAVE

<u>LIST OF SUPPORTING DOCUMENTS NEEDED</u>	<u>MISSING</u> <u>DOCUMENTS</u> (M)	<u>VERIFIED</u> <u>DOCUMENTS</u> (V)
*ORIGINAL MOB ORDERS (MOBILIZATION ORDERS)		
*AMENDMENT ORDERS (CORRECTION TO PREVIOUS ORDER)		
*COTTAD ORDERS (CONTINGENCY TEMP TOUR ACTIVE DUTY)		
*COEAD ORDERS (CONTINGENCY EXTENDED ACTIVE DUTY)		
*ADSW ORDERS (ACTIVE DUTY SPECIAL WORK)		
*ADT ORDERS (ACTIVE DUTY TRAINING)		
*ADTS ORDERS (ACTICE DUTY TRAINING SCHOOL)		
*MEDICAL RETENTION ORDERS		
*HRC MEMORANDUM (EARLY RELEASE/EXTENSION)		
*REVOKED ORDERS (VOIDED ORDERS)		
*FINANCE COMPUTATION SHEET (SEPERATION LEAVE RECORD FORM)		
*DA 31 FORM (REQUEST FOR LEAVE)		
*ALL PREVIOUS DD214'S ( <u>ALL</u> )		
*CLEARANCE PAPERS (POST CLEARING)		
*OVERSEAS MEMORANDUM (COUNTRY/FROM & TO DATES)		
* <i>PROMOTIONS</i> / E-1 TO E-4 / 4187 FORM		
* <i>PROMOTIONS</i> / E-5 / PROMOTION ORDERS		
* <i>PROMOTIONS</i> / OFFICERS / PROMOTION MEMO		
*DEMOTION ORDERS (4187 FORM)		
*DD 93 (EMERGENCY DATA FORM)		
*SGLV 8286 (SERVICE MEMBER GROUP LIFE INSURANCE)		
*2-1 PERSONNEL DATA (4) SHEETS (ORGINAL/GREEN)		
*AWARDS/DECORATIONS (EXAMPLE: AAM – ARMY ACHIEVEMENT MEDAL)		
*FORM 1059 (MILITARY EDUCATION/TRAINING) 40 HOURS OR MORE		
*CHAPTER SEPERATION PACKETS		
<u>SEVERENCE PAY DOCUMENTS:</u>		
*RETIREMENT POINT SHEET (USAR/ARNG)		
*ARMY NATIONAL GUARD CURRENT ANNUAL STATEMENT		